

LANCASTER COUNTY FOOD PRODUCTION MANAGER

NATURE OF WORK

This is responsible work planning, coordinating, and supervising all food preparation, distribution, and sanitation activities for a County operated skilled and intermediate care facility.

Work involves coordination and supervision of food preparation, distribution and sanitation activities to provide good quality, nutritional food to residents and staff; menu planning; maintaining a supply inventory and determining quantities and items to be purchased; recipe costing, analysis and standardization; and assisting in food preparation where needed. Work also includes employee training, scheduling, evaluation, discipline, and implementation of performance standards. General supervision is received from the Food Service Director or Assistant Food Service Director with work being reviewed through conferences and results achieved. Supervision is exercised over subordinate cooks and food service personnel.

EXAMPLES OF WORK PERFORMED

Supervise and coordinate the food production, service, sanitation, and safety activities in the food service division.

Coordinate the implementation of policies and procedures in the food service division so that food service activities meet State, Federal, and USDA regulations.

Coordinate the overall operation of the employee cafeteria including menu planning, forecasting, production, scheduling and food cost monitoring.

Maintain an inventory of supplies, determine ongoing food and supply needs, and order necessary food items from approved vendors.

Perform new employee orientation and employee scheduling; conduct performance evaluations and initiate discipline when necessary.

Coordinate and conduct training for dietary staff through classes, inservices, and on-the-job training.

Coordinate mealtime requests with dietary production and service.

Determine the menu for catered functions requiring food service and coordinate food setup and service.

Supervise the service of meals; accurately follow physician diet prescriptions and accommodate resident food preferences.

Assist with the development, testing, and costing of recipes to meet the nutritional and quality standards within food cost guidelines.

Analyze, establish and implement efficiency performance standards in the preparation and delivery of services in the food service division.

Monitor nutritional care and food acceptance to maintain or improve nutritional status of residents.

Assist with food preparation as needed.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge and experience in the principles involved in planning therapeutic diets.

Knowledge of the use of computers in inventory control, recipe quantification and analysis.

Knowledge of normal nutrition needs, acceptable nutritional exchanges/supplements and food acceptance options.

Knowledge of large quantity food preparation, supply inventory, and storage methods and techniques.

Knowledge in the operation, maintenance, and cleaning of food service equipment.

Knowledge of health, sanitation and safety practices involved in food production service and storage, as identified by state, federal and USDA regulations.

Some knowledge of recipe standardization and use of standardized recipes.

Ability to communicate effectively both orally and in writing.

Ability to analyze employee performance and implement changes to improve efficiency.

Ability to plan, assign, and organize the work of subordinates to meet the division standards in food quality, service and sanitation.

Ability to establish and maintain effective working relationships with food service personnel and personnel of other departments.

Ability to schedule, orient, train, discipline and evaluate subordinates.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in dietetics and nutrition, plus experience which provides the defined knowledges, abilities, and skills in a supervisory capacity in food service management.

MINIMUM QUALIFICATIONS

Successful completion of a food service management program from an accredited college or university whose curriculum meets the minimum educational requirements set forth by the State Health Department for a food service supervisor in a skilled and intermediate care facility, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Additional specialized training may be required by the appointing authority if such training is necessary for compliance with applicable institutional certification requirements.

NECESSARY SPECIAL REQUIREMENTS

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed skilled and intermediate care facility as required by the State of Nebraska.

Approved by: _____
Department Head Personnel Director

Revised 10/96

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